

## **Tenant Move-In / Certificate of Occupancy**

### **\*\*\*Permitting Guidelines\*\*\***

- 1.** Arrange for a Fire Department plan review. Call 770-528-8310. An appointment is required. Restaurants, Hair Salons and Laundries (etc.) may require Health Department approval (770-435-7815) and/or Water & Sewer approval (770-419-6312). Please contact their offices for requirements.
- 2.** You will need:
  - 3 (three) copies of floor plan of your space drawn to scale showing layout, restrooms, and square footage, emergency and exit lights.
  - Business name, address & phone number.
  - Owners name, address and phone number.
  - Fill out a commercial building permit application form.
- 3.** After Fire Department reviews your plans, bring them to Cobb County Community Development Department. Bring application form and plans to the Structural Plan Review Division, (770-528-2071), 1150 Powder Springs St., Suite 400, Marietta, GA 30064. After permit number is assigned Zoning approval is required. Return to Structural Plan Review to complete your permit. The permit fee is \$50.00
- 4.** You then need to request an inspection from the Fire Department schedule inspections at <http://fire.cobbcountyga.gov> & from the Building Inspections Division @ 770-528-2073. **Note:** The Building Inspection number is an automated inspection request line. The Interactive Voice Response (IVR) system will request you to enter an inspection code. Enter No. 113; your inspection will be scheduled for the following business day.
- 5.** When your inspections are complete, call 770-528-2051 to arrange to pick up your Certificate of Occupancy.

**Please Note: A 48 hour notice is required to prepare the Certificate of Occupancy (CO).**